

COURT APPOINTED SPECIAL ADVOCATE/CHILDREN'S JUSTICE ACT  
PROGRAM ADVISORY COMMITTEE

MEETING MINUTES

January 20, 2006

A meeting of the Advisory Committee to the Court Appointed Special Advocate and Children's Justice Act programs was held on Friday, January 20, 2006 at the Richmond Police Training Academy in Richmond.

**Members Present**

Mike Hall – Chair Person  
Sharon England – Vice Chair  
Lauren Caudill  
Terica Hodge  
Mindy Loiselle  
Nan McKenney  
Claudette Overton  
Eric Olsen  
Fred Orelove  
Shawn Schwertfeger  
Ruth Stone  
The Honorable Philip Wallace

**Members not Present**

All current members were present

**DCJS Staff Present**

Denise Hampton  
Bob Holet  
Laurel Marks  
Holly Oehrlein  
Melissa O'Neill

- I. Call to Order: The regular quarterly meeting of the CASA/CJA Advisory Committee was held on Friday, January 20, 2006 at 10:00 a.m. at the Richmond Police Training Academy. The meeting was called to order by A. Michael Hall at 10:05 a.m. Everyone introduced themselves and gave a brief description of their purpose on the committee and what they do.
- II. Approval of Minutes: The minutes from the October 6<sup>th</sup> meeting were reviewed by the committee. Fred Orelove noted that he was not present at the October meeting and it was also noted that Shawn Schwertfeger was also not in attendance. There being no further corrections, a motion was made to approve the minutes and seconded. The committee unanimously approved the minutes.
- III. Conflict of Interest Training – A. Michael Hall briefly discussed the training that will take place at the end of the meeting and asked Laurel Marks to briefly discuss what will be required of the committee in the future. She explained that this training is required every 2 years by committee

members and will be incorporated into the regular course of business in the future.

- III. Citizen's Review Panel – The Publication of the Annual evaluation of the Differential Response system was briefly reviewed for committee members highlighting some of the statistical information.
- IV. COMET Presentation – Robert Holet, Senior Programmer Analyst with DCJS gave a brief presentation on the CASA Outcome Management Effectiveness Tool (COMET) program. Samples of reports and copies of the COMET newsletter were distributed. A demonstration of the COMET software program was provided.
- V. Legislative Update – Holly Oehrlein provided the committee with a written update on the Legislation. She briefly went over some of the bills that were included on the handout.
- VI. CASA Program Update – Melissa O'Neill provided the committee with a written update on the CASA Program.
  - Regulatory Review – A proposed draft for regulatory changes was distributed. Recommended changes to the document were discussed by the committee and will be included in the next draft.
- VII. CJA Program Update – Holly Oehrlein gave a brief CJA Program Update reviewing the handout. A correction was made to the title of the first item. It should read "Improving Investigation and Prosecution of Child Abuse" conference not the "Investigating and Prosecuting Serious Injury and Fatal Child Abuse" conference.
- VIII. New Business – Mike Hall asked if there was any new business. Resignations received from Mary Evans and Kent Hymel were noted.
- IX. Adjourn

There being no further business to discuss, the meeting adjourned at 1:30 p.m. The next meeting will take place on April 28, 2006.